

DEPARTMENT OF THE ARMY

1st Armored Division
Assistant Division Commander
Unit 23746
APO AE 09034

IMEU-BMH-ZA

27 July 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Senior Mission Commander Policy Letter 1-3, Soldier and DA Civilian Sponsor Support of Department of Defense Dependents Schools (DoDDS) Programs and Activities

1. **PURPOSE.** To provide guidance for the place of duty for Soldiers and Department of the Army (DA) civilians during a scheduled parent-teacher conference, back to school event, or other significant activity requiring sponsor/parent participation in support of DoDDS programs.

2. **APPLICABILITY.** This policy applies to all military commands and DA civilian employees within the US Army Garrison Baumholder (USAG-B) area of responsibility. Tenant organizations attached to the USAG-B will follow the intent of this policy.

3. **POLICY.**

a. **Commander's Intent.** My intent is to ensure that commanders and supervisors provide every soldier and DA Civilian that has parental responsibility the opportunity to attend his or her child's scheduled parent-teacher conference or other significant activity requiring sponsor/parent participation.

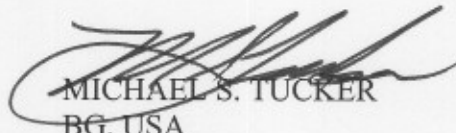
b. **General.** The responsibility of a commander or supervisor extends beyond the Soldier and DA civilian employee. It extends to the children of those Soldiers and employees, who will be tomorrow's leaders, tomorrow's professionals, and tomorrow's future. Parental involvement in a child's education instills a spirit of excellence and helps children achieve academic success. As leaders, it is our responsibility to ensure that our Soldiers and DA civilian employees have the opportunity to help their children achieve excellence. Therefore, commanders and supervisors will provide the opportunity for their Soldiers and DA civilian employees to participate in any parent-teacher conference or other significant activity requiring sponsor/parent participation that is scheduled during duty hours. Exceptions to this policy apply to deployments and other critical mission requirements as determined by Brigade and Battalion Commanders or their civilian equivalent.

IMEU-BMH-ZA

Subject: Senior Mission Commander Policy Letter 1-3, Soldier and DA Civilian Sponsor Support of DoDDS Programs and Activities

c. Notification. Parent notification of scheduled parent-teacher conferences and/or other significant appointments will be sent from the Department of Defense Dependent Schools. Dates of parent/teacher conferences will be published through the Herald Union and in school newsletters. Soldiers will notify commanders and DA civilian employees will notify supervisors of the exact date and time of their child's conference. Commanders will assign Soldiers to their child's school for the appointed conference time. Supervisors will grant DA civilians, at their request, up to 59 minutes to attend their child's appointment. Parent-teacher conference non-attendance will be reported through the Soldier's commander or DA civilian's supervisor to the USAG-B Schools Officer.

4. POC for this policy is Mr. Winfree, USAG-B Schools Officer, 485-1770.



MICHAEL S. TUCKER

BG, USA

Baumholder Senior Mission Commander

DISTRIBUTION
IMEU-BMH